

NEW JERSEY SCHOOL BASED YOUTH SERVICES PROGRAM (SBYSP) 2006

REQUEST FOR PROPOSALS

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Division of Family Development
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Table of Contents

	<u>Page</u>
PURPOSE OF FUNDING:.....	1
BACKGROUND:.....	1
PROGRAM GOALS, OBJECTIVES AND PERFORMANCE OUTCOME PROJECTIONS:.....	3
ELIGIBLE APPLICANTS:.....	5
AMOUNT OF AVAILABLE FUNDING:.....	6
USE OF FUNDS:.....	7
CONTRACT PERIOD:.....	7
PROGRAM SCOPE:.....	8
PROGRAM ADMINISTRATION AND STAFFING:.....	11
APPLICANT QUALIFICATIONS:.....	15
TECHNICAL ASSISTANCE:.....	17
TIMETABLE:.....	19
PROPOSAL PROCESS:.....	20
NOTIFICATION OF ACCEPTANCE OR REJECTION OF AWARD:.....	21
APPEAL PROCESS:.....	21
CONTRACT NEGOTIATIONS:.....	21
PROPOSAL SELECTION AND EVALUATION CRITERIA:.....	22
PROPOSAL CONTENT OUTLINE:.....	24
PROGRAM NARRATIVE REQUIREMENTS:.....	26
LIST OF ATTACHMENTS:	
Attachment A	Proposal/Authorization Cover Sheet
Attachment B	Budget Forms
Attachment C	Check off List
Attachment D	Statement of Assurances
Attachment E	Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
Attachment F	Executive Order No. 189, Conflict of Interest
Attachment G	Executive Order No. 134, "Pay-to-Play" (Instructions and Form)
Attachment H	Characteristics of a Strong SBYSP
Attachment I	Technical Assistance and Central Support for SBYSP
Attachment J	Community Liaison/Advisory Board Requirements
Attachment K	List of Library Depositories
Attachment L	Directions to Division of Family Development (Proposal Delivery Site)
Attachment M	Directions to Mandatory Technical Assistance Conferences
Attachment N	Executive Order No. 129, Source Disclosure Certification Form

NEW JERSEY SCHOOL BASED YOUTH SERVICES PROGRAM (SBYSP) 2006 REQUEST FOR PROPOSALS

PURPOSE OF FUNDING:

The New Jersey Department of Human Services (DHS), Division of Family Development (DFD), announces the availability of grant funding for the New Jersey School Based Youth Services Program (SBYSP) 2006. Currently, the SBYSP is located in 55 high schools and 13 middle schools, with at least one program in each county throughout the State of New Jersey. The purpose of this funding is to expand New Jersey's SBYSP to an additional 8 middle schools and to create a new SBYSP in 10 public high schools, which currently do not have the program. **Note: High schools awarded a grant to create a new SBYSP under the School Based Youth Services Program 2005 and the School Based Youth Services Program 2005 Part II are not eligible to apply for the middle school funding being made available under this SBYSP 2006 RFP.**

This Initiative is designed to enable youth, especially those with problems, to complete their education, pursue additional education, obtain skills that lead to employment and develop a mentally and physically healthy life style. The Initiative targets young people, ages 10 through 19, and embraces the process of healthy youth development through assistance by caring adults in meeting their basic needs and building their individual assets. The SBYSP offers accessible non-stigmatizing services to meet the needs of youth in public secondary schools throughout the State.

BACKGROUND:

The SBYSP was the first state-wide initiative in the country to integrate a range of services for adolescents in one location in or near schools. The program recognizes that youth have numerous concerns and problems and a substantial number have multiple problems that call for several different services. Often these services do not exist for this population, and even when these services are available in the community, they are often too categorically narrow in scope, geographically dispersed, unattractively labeled, and not linked to one another. These services may also rely too heavily on informal referral arrangements and, even when provided, may lack adequate case management or follow-up. Additionally, services for pre-youth and youth have failed to address the root causes of many problems that are found in family relationships by not providing family counseling.

Youth often have problems that delay or prevent their development as productive individuals.

Some of the problems facing our young people are:

- Mental Health and Behavioral Problems
- Drug Abuse
- Alcohol Abuse
- Unemployment
- Difficulty Accessing Healthcare
- Chronic Absenteeism
- Youth Pregnancy and Sexually Transmitted Diseases (STD's)
- Dropouts
- Transience (moving from school to school)
- Homelessness
- Juvenile Justice Issues
- Poverty

The New Jersey SBYSP was designed in consultation with youth. Youth have indicated that they need:

- A safe space with caring adult staff who are able to relate to the problems of students and deal with problems of a confidential nature;
- Assistance in learning;
- Assistance in decision making;
- Recreational and vocational activities that reflect the youth's interest (e.g., music, dance, theater, field trips, and sports); and
- Help in developing assets, talents, and skills that will enable them to succeed in life.

A three-year evaluation of the SBYSP has shown that New Jersey SBYSP model is effective in providing services that are utilized by youth to address their problems. The evaluation was funded by the Annie E. Casey Foundation and conducted by the Academy for Educational Development (AED). The final report from AED states that:

- SBYSP programs are fulfilling their mission to provide young people with the services and supports they need to "complete their education, obtain skills leading to employment or additional education, and lead a mentally and physically healthy life."
- SBYSP has become well integrated into the host schools.
- SBYSP is reaching students.
- SBYSP reaches students through multiple paths of entry. Students come to SBYSP in a variety of ways, resulting from the diverse array of relationships that the staff has built over time with school staff and their track record in working with students.

- SBYSP has been able to make important differences in the lives of vulnerable students. Specifically, SBYSP users showed:
 1. Increased educational aspirations and higher accumulation of credits toward graduation;
 2. Diminished feelings of unhappiness, sadness, depression and suicidal thoughts;
 3. Improved sleep habits and less worrying;
 4. Less destructive behavior and feelings of anger;
 5. Decreased use of tobacco, beer and wine;
 6. More engagement with families and friends; and
 7. Better use of contraceptives to prevent pregnancy and STDs.

PROGRAM GOALS, OBJECTIVES AND PERFORMANCE OUTCOME PROJECTIONS:

The overall goal of this Initiative is to promote healthy youth development by addressing the social and health needs of youth. The SBYSP makes available mental health and family counseling, employment, life skills, health, pregnancy prevention, and other social services in a comprehensive "one-stop shopping" manner at the most accessible location for youth, the public school. Services are to be located within the school, but will also need to be coordinated with existing services within the community as well as those within the school. It is imperative that the wide-range of services provided are accessible for the majority of the youth in a non-stigmatizing setting.

Additionally the SBYSP is designed to help ensure that youth graduate, become employable or continue their education, and lead a physically and mentally healthy, drug free life. To reach this goal the following objectives are to be met.

- Develop a program design which recognizes that youth are multi-faceted and may require a range of services on many levels, including, but not limited to: conflict resolution, confidentiality, various prevention services, assistance with learning and decision making, etc. The program must integrate and coordinate services, both in and out of the school setting, including, but not limited to, local public funds, foundation grants, Workforce Investment Boards (WIB), AmeriCorps, and 21st Century Community Learning Center grants, thereby, helping to guarantee that the sum of the services offered in the proposed SBYSP are greater than the parts presently offered separately in the school and the community.
- Develop a plan to offer the opportunity for all students to avail themselves of the SBYSP services, while seeking to reduce risks for students with the greatest needs.
- Establish a collaboration of providers located in or near the school that will integrate an array of services to meet the needs of the youth within the school.

ATTACHMENT H lists the characteristics that have been found to contribute to a strong and effective SBYSP.

Performance Outcome Projections

This RFP represents in part, an introduction to a new Outcomes/Performance-Based Management (O/PBM) approach to contracting for community-based services. The O/PBM is a multi-year initiative aimed at improving the safety, permanency and well-being outcomes for children and families in New Jersey by focusing on the results of contract services. The O/PBM initiative includes setting performance targets, measuring progress and changing behavior to achieve desired results and outcomes.

As an important initiative under New Jersey's Child Welfare Reform Plan, the New Jersey SBYSP is working closely with the Office of Children's Services to implement an outcomes/performance based approach as part of the expansion of the School-Based Youth Services programs. Accordingly, grantees under this RFP will be expected to work collaboratively with the New Jersey SBYSP as we move forward with the implementation of O/PBM, including the development of outcomes and performance measures.

As an integral part of the SBYSP 2006 RFP, Applicants must develop a 12-month projection of expected performance outcomes for their proposed program, taking into consideration the needs of the targeted population to be served. The following areas represent minimum performance outcome expectations that determine SBYSP performance and effectiveness:

- Students with mental health or behavioral problems and who are enrolled in the SBYSP will improve their mental health well being.
- Students with substance abuse problems will reduce their risk-taking behaviors after completing a coordinated SBYSP service.
- Students identified with unaddressed health care needs will have those needs addressed.
- Students enrolled in SBYSP will complete their high school education earning a high school diploma or GED within 12 months of leaving school.
- Students in the 12th grade, who are enrolled in the SBYSP and express a desire to pursue post-secondary education or employment training, will be enrolled in post-secondary education or employment training within six months of high school completion.
- Upon high school completion, students who are enrolled in the SBYSP and are not continuing their education or training will be employed within six months and earning at least minimum wage.

ELIGIBLE APPLICANTS:**Grant Funding for Middle School Expansion:**

The Eligible Applicant must:

- Be the established managing agency of a currently funded DHS SBYSP;
- Represent a broad coalition of local Community Based Organizations (CBO's) and public agencies that agree to work closely with the school district to support the SBYSP project; and
- Create a SBYSP within a Middle School that has at least 500 students and feeds into a high school with a currently funded DHS SBYSP.

High schools awarded a grant to create a new SBYSP under the School Based Youth Services Program 2005 and the School Based Youth Services Program 2005 Part II, are not eligible for the middle school funding being made available under this RFP.

Grant Funding For New High School SBYSP:

The Eligible Applicant must:

- Be the private not-for-profit or public entity, designated by a broad coalition of community agencies, to serve as the recognized lead fiscal agent for funds awarded by the State and to have ultimate responsibility for the management of the SBYSP.

Note: Although the SBYSP must be comprised of a coalition of local entities, the Applicant of record (the entity designated by the coalition to be the managing agency, submit the proposal and enter into a contract for the grant funds) will be recognized as the lead fiscal agent for funds awarded by the State and will ultimately be responsible for the management of the project.

- Create a new SBYSP in a high school that does not currently have a DHS SBYSP;
 - If the school district has more than one high school, Applicants are eligible to apply for funding to create a new DHS SBYSP in any high school within the District that does not currently have a SBYSP.
- Represent a broad coalition of local CBO's and public agencies that agree to work closely with the school district to support the SBYSP project.

Requirements for Both Middle School and High School Grants

Each proposed SBYSP (middle school or high school) must be at one site within a school. Separate sites within a school system are to be treated as separate locations under this Initiative. Applicants may submit separate and distinct proposals for each SBYSP location,

when each site has the capability to meet the specific eligibility criteria set forth within the RFP and operate a quality SBYSP on its own.

County Alternative Schools, Charter Schools, Parochial Schools, and Private Schools are not Eligible Applicants under this RFP.

NEW REQUIREMENT

Executive Order No.134 ("PAY-TO-PLAY") Requirements for all Eligible Applicants

As of October 15, 2004, pursuant to Executive Order No. 134, important new eligibility requirements are in effect. This Order mandates restrictions regarding the award of contracts exceeding \$17,500 to vendors who make certain political contributions. All business entities with which the State intends to contract are to disclose any contributions to political organizations as defined in 26 U.S.C. § 527 within the meaning of N.J.S.A. 19:44A-3n and N.J.A.C. 19:25-1.7.

In order to be considered eligible for funding consideration, all Applicants must submit one completed original and one copy of the "Certification and Disclosure" form along with their proposals. The form is not to be included as part of the Applicant's proposal package, but as a separate and distinct document that must be submitted together with the Applicant's proposal. (See Attachment G, Certification and Disclosure Instructions and Form DPP134-C&D, Certification and Disclosure.)

AMOUNT OF AVAILABLE FUNDING:

The DHS will make available an annualized allocation of \$170,000 for the creation of a SBYSP in a middle school and \$260,000 for the creation of a SBYSP in a high school that does not have a SBYSP. It is anticipated that 18 grants will be awarded (8 middle school grants and 10 high school grants). Included in each grant awarded, a minimum of \$30,000 to a maximum of \$50,000 one time start-up funding may be used to make renovations to the site and/or purchase equipment and supplies for the site.

Grant funds under this RFP **must be matched at 25 percent.** The 25 percent match may be in the form of direct financial participation or through the provision of "in-kind" services, such as facilities, staff or materials. **No match is required for the one time start-up funding (a minimum of \$30,000 to a maximum of \$50,000) that is being made available. If the start-up of funding amount is not sufficient to complete the renovations necessary, the Applicant will be required to identify the additional funding sources that will be utilized to ensure that the SBYSP will become fully operational.**

USE OF FUNDS:

Grant Funds May Be Used To:

- Support the costs of staff, materials, supplies and equipment;
- Sub-contract with other community-based organizations for the provision of needed services;
- Cover administrative costs (**up to a maximum of 10% of the grant funding**);
- Cover the cost for the installation of a multi-function voice mail system with the ability to access emergency phone numbers, provide information in other languages, as appropriate, etc.; and
- Cover costs associated with establishing an Internet connection, if the school is not connected at the time the proposal is submitted.

Note: It is required that each SBYSP has both an Internet connection and a multi-function voice mail system.

One Time Start Up Funding (minimum of \$30,000 to a maximum \$50,000)

May Be Used To:

- Renovate space within a school building; and/or
- Purchase equipment and supplies for the site.

Grant Funds and the One Time Start-Up Funding

May Not Be Used To:

- Construct a new facility;
- Renovate and/or purchase a modular unit;
- Purchase a vehicle;
- Supplant or duplicate currently existing services or programs;
- Pay for costs associated with the planning or preparation of the proposal in response to this RFP.

CONTRACT PERIOD:

The **initial contract period** for this Initiative will commence on February 1, 2006 and run through June 30, 2006. Thereafter, contracts will coincide with the State Fiscal Year (SFY) of July 1 to June 30. The middle school and high school annual funding amounts that are being made available will be pro-rated for the initial five (5) month contract period by multiplying the annual award amount by 41.67 percent. All contracts for this Initiative are expected to be renewed for the SFY of July 1, 2006 through June 30, 2007 based on the availability of funding and the performance of the Grant Recipient.

PROGRAM SCOPE:

Middle School SBYSP

- Coordinate with the SBYSP that already exists in the district high school and be managed by the same high school managing agency. The organizational structure of the middle school SBYSP must have a direct connection with the high school SBYSP. The high school SBYSP Program Director must supervise the Site Coordinator of the middle school program.
- Obtain cooperation and commitment from school officials (Superintendents, Building Principals and local Board of Education), community groups, not-for-profit agencies, businesses, teachers, parents, and government to establish a comprehensive program of services in the designated school.
- Establish a quality SBYSP in one middle school building that is easily accessible to the student body and large enough to include:
 - ◆ **Confidential office space for counseling staff;**
 - ◆ **Space for non-counseling staff;**
 - ◆ **A reception area; and**
 - ◆ **A recreational/group meeting room/space.**
- Identify the specific needs of the students within the middle school, the problems experienced by youth in their community and the assets of the community, including programs and services available to youth. Coordinate the particular services; e.g., mental health counseling, preventative health, pregnancy prevention, learning support activities, etc. that would be critical to youth attending the middle school.
- Connect the middle school SBYSP to other existing community and school services and coordination of existing and proposed after school activities including, but not be limited to:
 - ◆ School clubs;
 - ◆ Peer mediation;
 - ◆ Drop out prevention; and
 - ◆ Such personnel as, student assistance coordinators, child study teams, and guidance counselors, etc.
- Establish a process in which the SBYSP services are viewed by the students as non-stigmatizing and easily accessible from one location.
- **Establish the following Core Services in the middle school SBYSP:**
 - ◆ Mental Health Counseling Services;
 - ◆ Learning Support Services;
 - ◆ Preventative Health Services;

- ◆ Pregnancy Prevention Services; and
- ◆ Substance Abuse Prevention Services.
- Incorporate recreational services, events, and referrals to local CBOs as integral and necessary components of the SBYSP.
- Recruit and hire qualified staff to meet the required staffing functions for the proposed middle school SBYSP, as set forth in this RFP.
- **Provide services which are accessible to students before, during, and after school, as well as during summer months.**
- Include family participation in all services, when appropriate.
- Establish a Community Liaison /Advisory Board, which will keep the managing agency advised of the community services and opportunities available to youth and families.

New High School SBYSP

- Designate one private not-for-profit or public entity, including a secondary school, to serve as the managing agency for the proposed high school SBYSP. The designated managing agency must be an efficient and effective manager of services and have a credible reputation for service delivery to youth and families.
- Obtain cooperation and commitment from school officials (Superintendents, Building Principals and local Board of Education), community groups, not-for-profit agencies, businesses, teachers, parents, and government to establish a comprehensive program of services in the designated school.
- Establish a quality SBYSP in one high school building location that is easily accessible to the student body and large enough to include:
 - ◆ **Confidential office space for counseling staff;**
 - ◆ **Space for non-counseling staff;**
 - ◆ **A reception area; and**
 - ◆ **A recreational/group meeting room/space.**
- Establish the need for the SBYSP within the high school, based on credible data that indicates the number of youth that are at risk of substance abuse, pregnancy, mental illness, youth unemployment, school drop out and juvenile delinquency.
- Be knowledgeable of the assets of the community, including programs and services available to youth.
- Use the SBYSP as a focus to coordinate existing programs in the school and community, in addition to providing direct services.
- Connect the high school SBYSP to other existing community and school services and coordinate those existing services, school activities, and funding with the SBYSP services. For example, if the school already has existing programs for employment counseling services, coordinated with SBYSP.

- Establish a process in which the SBYSP services are viewed by the students as non-stigmatizing and easily accessible from one location.
- **Establish the following Core Services in the high school SBYSP:**
 - ◆ Mental Health Counseling Services;
 - ◆ Primary and Preventative Health Services;
 - ◆ Employment Services;
 - ◆ Learning Support Services;
 - ◆ Substance Abuse Prevention Services; and
 - ◆ Pregnancy Prevention Services.
- Incorporate recreational services, events, and referrals to local CBOs as integral and necessary components of the SBYSP.
- Recruit and hire qualified staff to meet the required staffing functions for the proposed high school SBYSP, as set forth in this RFP.
- **Provide services which are accessible to students before, during, and after school, as well as during summer months.**
- Include family participation in all services, when appropriate.
- Establish a Community Liaison/Advisory Board, which will keep the managing agency advised of the community services and opportunities available to youth and families.

Service Definitions

- **Mental health counseling services** - individual, group or family counseling; crisis counseling; anger management, bereavement and suicide prevention programs; assessment and referral; as well as linkages with the Juvenile Justice Commission and the Division of Youth and Family Services (DYFS) system for transitioning students back to school.
- **Primary and Preventative health services** – access to medical services; workshops, classes, small groups and presentations related to the prevention of pregnancy, substance use (including alcohol, tobacco and other drugs), violence, HIV and other sexually transmitted infections. In addition, this service includes access to the provision of and/or connection to physical examinations; immunizations; hearing, vision and dental screenings; family planning; health assessments; asthma groups, and others.
- **Employment counseling** - job counseling, training, job development and placement; life skills training; summer and part-time work opportunities; as well as connections provided by the Department of Labor and Workforce Development.
- **Learning support services** - enrichment and literacy programs; exposure to higher education opportunities; academic support; and life skills.
- **Substance abuse counseling** - drug and alcohol abuse counseling; and prevention education for substance abuse.

- **Pregnancy prevention services** - family life education and local family planning services; referrals to pregnancy prevention services in the community; skill based educational programs with an asset-building approach; programs that promote a balanced, comprehensive approach to risk reduction and prevention strategies, including sexual abstinence, monogamy and methods of contraception; as well as staff and teacher training regarding pregnancy prevention and related issues.
 - *Note: SBYSP funds cannot be used to pay for contraceptives and abortion services.*
- **Referrals and access to health and social service** - connections to and information about services; as well as referral and follow-up when a youth needs the services of an outside agency.
- **Recreation services** include games; sports; access to computers; cultural, seasonal and educational field trips, while offering autonomy for healthy social development.
- **After school programming** – recreational activities, enrichment programs, learning support services, preventative health services, and referrals to health and social services during the after school hours.

PROGRAM ADMINISTRATION AND STAFFING:

The managing agency (the recognized Applicant of Record) will be responsible for daily project management and will be the entity that is authorized to receive and administer the SBYSP grant funds. This agency will maintain the collaborative partnerships, administer funds, hire the staff, negotiate contracts to obtain services through other providers, arrange for services through local providers, as well as county and State agencies, monitor adequacy and quality of services, and work closely with the school leadership and SBYSP regional coordinators.

The New Jersey Department of Human Services, SBYSP, provides technical assistance and support for SBYSP (**see Attachment I**). This support is provided to the collaborative partners, the managing agency and SBYSP staff.

Staffing for Middle School Grants

Staff arrangements may vary by site based on program design, but it is recommended that core staff include:

Site Coordinator/ Mental Health Provider

- Qualifications:

MSW (preferred), or MS, MA in a related field (e.g., counseling, psychology, etc.).
Full-time twelve (12) month position.

Note: Mental health service providers that do not have an MSW or doctorate in psychology must be clinically supervised by someone who does. This clinical supervision may be provided by the managing agency, a contracted agency, by consultant agreement or by a SBYSP staff from the high school's program.

- Roles:
 - Assure that the services delineated in this RFP are provided effectively to students and families.
 - In conjunction with the Managing Agency and existing high school SBYSP, structure the site's program, provide leadership, supervise staff, maintain the collaboration; discuss staff appointments; involve parents and faculty in the SBYSP as appropriate; and write grant proposals that will add to services and strengthen the SBYSP.
 - Seek out other grants and collaborations.
 - Counsel individual young people, and their families when appropriate.
 - Provide group counseling.
 - Work with other SBYSP staff and collaborating agencies to provide appropriate referrals and case management.

Mental Health Counselor/Case Manager

- Qualifications:

MSW (preferred), or MS, MA in a related field (e.g., counseling, psychology, etc.) and experience with youth and families. Full-time twelve (12) month position.

Note: Mental health service providers that do not have an MSW or doctorate in psychology must be clinically supervised by someone who does. This clinical supervision may be provided by the managing agency, a contracted agency, by consultant agreement or by a SBYSP staff from the high school's program.
- Roles:
 - Provide individual and group counseling to students and their families.
 - Provide case management to students and their families.
 - Provide information to, and help maintain connections to already existing school and community resources.

Youth Development Specialist

- Qualifications:

Bachelor's Degree (preferred), Associate's Degree or High School Diploma accepted with documentation of at least three (3) years experience in after school programming for grades 6-9. Twelve month position, may be part-time.
- Roles:
 - Coordinate existing after school activities and create additional activities for youth after school, on the weekends and during the summer.

- Work with community members and school staff to implement after school programming.
- Provide counseling to youth when requested by the Program Manager.

Support Staff

- Qualifications:

Ability to type, file, operate a computer. Communicates well with youth and enjoys working with students. Bilingual, if necessary. Part-time or full-time position.

- Roles:

- Provide initial intake.
- Maintain the Management Information System.
- Complete reports and documents needed for operation of the SBYSP.

Staffing for New High School SBYSP Grants

Staff arrangements may vary by site, however, all programs for the high school grants **must have** a Program Director and a Mental Health Services Provider:

Program Director

- Qualifications:

Masters Degree (preferred). Must have previous experience working with community collaborators and youth. Must also have previous supervisory and/or administrative experience. Full-time twelve (12) month position.

- Roles:

- Assure that the services delineated in this RFP are provided effectively to students and families.
- In conjunction with the Managing Agency, structure the site's program, provide leadership, supervise staff, maintain the collaboration; direct community education and information activities, discuss staff appointments; assure that information about the SBYSP is disseminated to the school population, parents and the community, involve parents and faculty in the SBYS program as appropriate; assure the collection of parent consent forms and monthly Level of Service data and write grant proposals that will add to services and strengthen the SBYSP.
- Serve as a liaison to the school and to the community collaborating with state, community and volunteer agencies that have services related to youth and families.
- Be entrepreneurial and seek out other grants and collaborations.

Mental Health Services Provider

- Qualifications:

MSW, BSW or MS, MA in a related field (e.g., counseling, psychology, etc.) and experience with youth and families. Full-time twelve (12) month position.

Note: SBYSP must employ at least one full time mental health services provider. Mental health service providers that do not have an MSW or doctorate in psychology must be clinically supervised by someone who does. This clinical supervision may be provided by the managing agency, a contracted agency, by consultant agreement or by a clinically licensed SBYSP staff member.

- Roles:

- To counsel individual young people, and their families when appropriate.
- Provide group counseling.
- Work with other SBYSP staff and collaborating agencies to provide appropriate referrals and case management.

Youth Development Specialist

- Qualifications:

Bachelor's Degree. (Associate's Degree or High School Diploma accepted with documentation of at least three (3) years of full-time work experience as a youth service worker.) Full-time twelve (12) month position.

- Roles:

- Run programs such as pregnancy prevention, violence prevention, HIV prevention, decision making, community service, parenting, life skills, etc.
- Design and implement programs for youth and parents (e.g., Saturday activities, summer programs, after school programs).
- Design/choose appropriate projects for the site and support the counselors.
- Provide information to, and help maintain connections to already existing school and community resources.
- Provide counseling to youth when requested by the Program Director.

Employment Specialist

- Qualifications:

Bachelor's Degree. Full or part-time position.

- Roles:
 - Identify or conduct appropriate job training programs for youth, assist in job searches for youth, develop and maintain a list or database of local employment opportunities.
 - Coordinate with employment programs including those provided through the school system.

Health Educator/Nurse Practitioner (This is an optional core service, based on program design)

- Qualifications:

Nurse Practitioner, Physician's Assistant, BSN, Bachelor's or Master's degree in a related field and experience working with youth on health issues. Part-time or full-time position.
- Roles:
 - Provide connections to appropriate health services.
 - Provide health related services appropriate to the program specifications (e.g., screenings, examinations, health counseling, chronic care monitoring, some primary care, and workshops).

Support Staff

- Qualifications:

Ability to type, file, operate a computer. Communicates well with youth and enjoys working with students. Bilingual, if necessary. Part-time or full time position.
- Roles:
 - Provide initial intake.
 - Maintain the Management Information System.
 - Complete reports and documents needed for operation of the SBYSP.

APPLICANT QUALIFICATIONS:

Applicant must be able to:

- Demonstrate knowledge of the youth population to be served, taking into consideration the socio-economic, racial, ethnic, and cultural characteristics of that population and how the creation of a SBYSP will help to address the problems faced by youth;
- Demonstrate the ability to meet the specific requirements outlined in the RFP for the Middle School and/or High School Grants, as appropriate;

- Demonstrate the ability to effectively manage the proposed SBYSP;
- Demonstrate the ability to provide a designated space within one school building that is easily accessible to the student body and large enough to include:
 - **Confidential office space for counseling staff;**
 - **Space for non-counseling staff;**
 - **A reception area; and**
 - **A recreational/group meeting room/space.**
- Demonstrate the ability to provide a set of comprehensive services that meet the needs of the youth to be served;
- Demonstrate the ability to coordinate and integrate services with school activities or existing on-site programs, as well as with existing not-for-profit and government agencies that provide services to youth and their families;
- Demonstrate the ability to recruit and hire qualified staff to meet the required staffing for the proposed SBYSP, as set forth in this RFP;

Note: SBYSP staff are not required to be school district personnel.

- Demonstrate the ability to effectively meet the overall goals and program elements set forth in this RFP;
- Demonstrate the ability to obtain cooperation and commitment by schools, community groups, not-for-profit agencies, businesses, teachers, parents, and government to establish a comprehensive program of services in the designated school. Factors that will confirm this commitment include:
 - **Collaborative Agreement between the Applicant (managing agency) and the School (Signed and dated).** Note: If the Applicant (managing agency) is the school, then the Agreement must be between the school and a community based organization chosen from the community coalition. The Agreement must indicate the partners' strong commitment to the proposed SBYSP.
 - **Other Collaborative Agreement(s) (Signed and dated) - Signatures Required From Each Collaborative Partner, one of which must be the Applicant's (the managing agency) signature.** The Agreement must indicate the services to be provided by each partner.
 - **Letter of Commitment** signed by the Superintendent (representing the local Board of Education) and the Building Principal, indicating assurance that adequate space, as described in the RFP, will be provided and agreement to coordinate and integrate, wherever possible, activities with the SBYSP. In addition, the letter must indicate full support for marketing plans that will be used to successfully attract youth to the SBYSP services.
 - A letter of support for Applicant from local teachers' union;
 - Letters of support from at least three of the following entities: parent/teacher organizations; community organizations; not-for-profit agencies providing social

services, health and/or employment services; or the area Workforce Investment Board;

- Demonstrate the ability to develop collaborative partnerships with organizations or agencies and to coordinate and integrate the services and/or resources available through those partnerships with the activities of the SBYSP;
- Demonstrate the ability to establish a Community Liaison/Advisory Board, which will keep the managing agency advised of the community services and opportunities available to youth and families;
- **Set forth a plan for obtaining parental consents for youth using SBYSP;**
- **Guarantee that all SBYSP services will be provided regardless of race, creed, income, national origin, sex, religious affiliation or sexual orientation;**
- Demonstrate the ability to submit reports and participate in an evaluation design to measure the success in implementing the SBYSP model and achieving the program's objectives and outcomes;
- **Comply with Executive Order No. 134, "Pay-to-Play"**, which mandates restrictions regarding the award of contracts exceeding \$17,500 to vendors who make certain political contributions. All business entities with which the State intends to contract are required to disclose any contributions to political organizations (See Attachment G); and
- Comply with State and Department rules and regulations governing the purchase of service contract process, the Department Standard Language Document, the Contract Reimbursement Manual and the Contract Policy and Information Manual, in addition to the terms and conditions set forth in this RFP. Grant Recipients are required to comply with the Standards for Privacy of Identifiable Health Information (45 CFR, Part 160 and 164) of the Health Insurance Portability and Accountability Act (HIPAA) of 1996 (P.L. 104-191), the Affirmative Action requirements of Public Law 1975, c.124 (N.J.A.C. 17:27) and the requirements of the Americans with Disabilities Act of 1991 (P.L. 101-336). Applicants must sign the Statement of Assurances (**Attachment D**) and the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (**Attachment E**). In addition, Applicants must complete and sign the Executive Order No. 129, Source and Disclosure Certification Form (**Attachment N**). Applicants may review the Department of Human Services' contracting rules and regulations, as defined in the "Contract Reimbursement Manual" and the "Contract Policy and Information Manual". Copies of these manuals are available in libraries throughout the State. (See the "List of Library Depositories" in **Attachment K**). In addition, the Manuals are also located on the Office of Contract Policy and Management (OCPM) webpage at <http://www.state.nj.us/humanservices/index.html> for downloading.

TECHNICAL ASSISTANCE:

The DFD will conduct two **mandatory** Technical Assistance Conferences to provide information about the New Jersey SBYSP 2006 RFP and related proposal procedures.

Any entity that will be serving as the managing agency, in addition to a team

comprised of a combination of school district personnel and community collaborative partners, must attend at least one of the scheduled Technical Assistance Conferences. All must sign-in at the "Registration" table. Proposals submitted by any entity not officially represented at one of the mandatory Technical Assistance Conferences will be disqualified for funding consideration at time of proposal receipt. Any persons attending the conferences, who are representing more than one entity, must sign-in separately for each.

Note: All entities that may be serving as the "managing agency" for the proposed SBYSP must be represented at one of the Technical Assistance Conference.

The Technical Assistance Conferences will provide potential Applicants an opportunity to ask any and all pertinent questions regarding this RFP and receive technical information from DHS/SBYSP representatives.

NOTE: No further technical assistance on the programmatic aspects of this RFP will be provided after the Technical Assistance Conferences are held.

Applicants are asked to pre-register for at least one of the Technical Assistance Conferences no later than September 8, 2005, by calling the Office of Grants Management at (609) 584-4040 or by fax at (609) 588-7240. Each Applicant may send up to three representatives to a conference.

If pre-registering by phone, please leave a message on our voice mail that includes your name, agency affiliation, address, telephone number, the number of attendees (maximum of three persons) and which location you wish to attend. In addition, please advise if special accommodations for someone with a physical disability will be required.

The Conference schedules are as follows:

<p>DATE: September 12, 2005</p> <p>TIME: 10:00 AM</p> <p>PLACE: Division of Family Development Quakerbridge Plaza Building #7* 2ND Floor, Rooms A-C Quakerbridge Road Mercerville, NJ 08619</p> <p>*Visitors must first sign-in at Bldg #6 at the security desk before going to the Building #7 conference site.</p>	<p>DATE: September 19, 2005</p> <p>TIME: 10:00 AM</p> <p>PLACE: Burlington County Human Services Facility 795 Woodlane Road Westampton, NJ 08060</p>
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Directions to both conference sites are included as Attachment M.

NOTE: In the event of an official closing of State Offices (i.e., due to an official “State of Emergency”, such as bad weather conditions), the Technical Assistance Conference will be rescheduled. Announcements concerning the closure of State Offices are broadcast on radio stations throughout the State. The rescheduled date will be faxed, phoned or mailed to anyone who has pre-registered for the conference.

TIMETABLE:

Time frames for completion of the RFP process are as follows:

August 15, 2005	Public Notice of Availability of Funds published in the New Jersey Register and distribution of Requests for Proposals
September 8, 2005	Deadline for Pre-Registration for the Mandatory Technical Assistance Conferences
September 12, 2005	Mandatory Technical Assistance Conference (Quakerbridge Plaza, Building #7, Rooms A-C)
September 19, 2005	Mandatory Technical Assistance Conference (Burlington County Human Services Facility)
October 19, 2005 (No later than 4:00 p.m.)	Deadline for Receipt of Proposals
December 7, 2005	Notification of Awards (Subject to Funding Availability)
February 1, 2006	Contract Begins

PROPOSAL PROCESS:

Eligible Applicants interested in applying for these funds must submit a complete proposal package which consists of **one signed original and nine copies** of the proposal document and **one original and one copy** of the completed Executive Order No. 134 Certification and Disclosure forms. All proposal packages must be received by the Division of Family Development, Office of Grants Management, **no later than 4:00 p.m. on October 19, 2005**, via **mail or hand delivery** as follows:

US Mail Delivery

Office of Grants Management
Division of Family Development
PO Box 716
Trenton, NJ 08625-0716
(609) 584-4040

**Hand Delivery or
Commercial Courier/Mail Service**

Office of Grants Management
NJ Division of Family Development
Quakerbridge Plaza
Building #3*
Quakerbridge Road
Mercerville, NJ 08619

*Only the Building #3, Office of Grants Management location will be recognized for proposal **hand delivery or commercial courier/mail service**.

Directions to Quakerbridge Plaza for proposal hand deliveries are contained in ATTACHMENT L.

- ♦ FAXED DOCUMENTS/INFORMATION WILL NOT BE ACCEPTED AT ANY TIME.
- ♦ APPLICANTS ARE RESPONSIBLE FOR MAILING AND DELIVERING THEIR PROPOSAL PACKAGES **WELL IN ADVANCE** OF THE DEADLINE DATE OF OCTOBER 19, 2005 AT 4:00 PM TO ENSURE THAT THE PROPOSAL PACKAGES ARE RECEIVED ON TIME.

NOTE: the **only exception** to this deadline date is in the event of an official closing of State Offices (i.e., due to an official "state of emergency", such as bad weather conditions). Under such circumstances the proposal deadline date will be extended to no later than 4:00 pm on the next working day that the State Offices are officially reopened.

- ♦ POSTMARKS AND OTHER SIMILAR DOCUMENTS DO NOT ESTABLISH RECEIPT OF A PROPOSAL PACKAGE.
- ♦ PROPOSAL PACKAGES THAT DO NOT MEET THE CRITERIA STATED ABOVE AND ARE NOT RECEIVED BY THE DEADLINE DATE AND TIME ARE DEEMED LATE AND WILL NOT BE CONSIDERED FOR FUNDING.
- ♦ ANY DOCUMENTS THAT ARRIVE UNDER SEPARATE COVER WILL NOT BE INCLUDED AS PART OF THE PROPOSAL PACKAGE.

NOTIFICATION OF ACCEPTANCE OR REJECTION OF AWARD:

Applicants will be notified of the award status on December 7, 2005. Awards will be contingent upon contract negotiations. Any and all proposals may be rejected when it is in the best interest of the Department to do so. The Department's best interests include, but are not limited to: loss of funding, inability of the Applicant to provide adequate services, an indication of misrepresentation of information, and/or non-compliance with State and Federal laws and regulations, any existing Department Contracts or the procedures for RFP Notice Requirements contained in Policy Circular P1.04.

APPEAL PROCESS:

An appeal will not be heard based on a challenge to the evaluation of a proposal.

An appeal of the selection process will be heard only if it is alleged that the DHS/DFD has violated a statutory or regulatory provision in the awarding of a grant. **Applicants requesting an appeal based on a statutory or regulatory violation must submit a written request stating the alleged violation to the Department of Human Services, Division of Family Development, Office of the Director, PO Box 716, Trenton, New Jersey 08625-0716, no later than 10 calendar days following the date of a non-award notification.**

CONTRACT NEGOTIATIONS:

Upon award notification, the DHS will proceed with the process of preparing, negotiating and ultimately entering into contracts with the selected, approved Applicants.

Any and all proposals may be rejected when it is in the best interest of the Department to do so. Funding and issuance of this proposed contract is contingent upon the availability of sufficient resources in the SFY 2006-2007 budget. No legal responsibility for payment on the part of the Department shall be made, unless and until funds are made available to the Department, and incorporated into the Department's budget for this purpose.

The Department assumes no responsibility or liability for the costs incurred by an Applicant for the planning or preparing of a proposal in response to this RFP.

The Department also reserves the right to conduct a facility inspection and/or pre-award survey with any individual, agency or organization that submits a proposal in response to this RFP.

All proposals are considered public information and as such will be made available upon request after the completion of the RFP process.

PROPOSAL SELECTION AND EVALUATION CRITERIA:

A review panel composed of at least three people will review and evaluate each proposal. The review team will consist of staff members of the DFD, DHS and may include representatives of other State/local agencies and organizations.

Proposals will be rated based on overall proposal content. Applicants are eligible to receive a maximum point score of 100 points. The maximum point score for each proposal section is provided in the Program Narrative Requirements section of this RFP. Proposals receiving an average numerical rating of 65 or less will not be considered for funding.

Proposal Selection Criteria

- Experience in providing proposed program elements and the ability to provide, through collaboration, a set of comprehensive services in schools that meet the needs of the youth to be served;
- Evidence of developed collaborative partnerships working with other community resources such as social service agencies;
- Statement of need, taking into consideration the socio-economic, racial, ethnic, and cultural characteristics of the population to be served, the level of need in the community and the Applicant's ability to address those needs as demonstrated by its proposed program;
- Projected number of students to be served and how the projection was determined;
- Evidence that services are coordinated and integrated with school activities or existing on-site programs and with existing not-for-profit and government agencies that provide services to youth and their families;
- Evidence of a signed and dated Collaborative Agreement between the Applicant (managing agency) and the School. Note: If the Applicant (managing agency) is the school, then the Agreement must be between the school and a community based organization chosen from the community coalition. **The Agreement must indicate the partners' strong commitment to the proposed SBYSP;**
- Evidence of Other signed and dated Collaborative Agreement(s) –Signatures required from each Collaborative Partner, one of which must be the Applicant's (the managing agency) signature. The Agreement must indicate the services to be provided by each partner;
- Letter of Commitment, signed by the Superintendent (representing the local Board of Education) and the Building Principal, indicating assurance that adequate space, as described in the RFP, will be provided and agreement to coordinate and integrate, wherever possible, activities with the SBYSP. In addition, the letter must indicate full support for marketing plans that will be used to successfully attract youth to the SBYSP services.
- Letter of support from the local teachers' union, as well as at least three other support letters from the parent/teacher organizations; community organizations; not-for profit

agencies providing social services, health and/or employment services; or the Workforce Investment Board serving the area;

- Evidence that the proposed SBYSP is located within one school setting; has sufficient allocated space, within that setting, to accommodate the core components of the proposed program; and has set aside space that is clearly conducive to confidential counseling;
- Effectiveness of the overall proposed project as it relates to meeting the goals and program elements of the program and the performance outcome projections;
- Attainability of the Applicant's objectives for this Initiative;
- Effectiveness of the Applicant's management plan;
- Compliance with the criteria contained in this RFP; and
- Feasibility and reasonableness of the proposed budget as it relates to the proposed project.

PROPOSAL CONTENT OUTLINE:

Applicants must submit a proposal package which consists of **one signed original and nine copies** of the complete proposal. In addition, **one completed original and one copy of the required Executive Order No. 134, Certification and Disclosure Form** are to be **submitted as separate documents along with their proposals.**

Failure to submit the required number of copies or the required documents will result in the proposal not being considered for funding (disqualification). Note: It is recommended that a **blue ink pen** be used for all required signatures in order to differentiate the original from the copies.

All proposals submitted for consideration must:

- Be securely fastened; and
- Include all of the following items **in the order stipulated.**

1. **PROPOSAL /AUTHORIZATION COVER SHEET (Attachment A)**
2. **BUDGET FORMS (Attachment B)**
3. **CHECK-OFF LIST (Attachment C)**
4. **TABLE OF CONTENTS**
5. **NARRATIVE:** All narrative information provided for Sections I through IX below must not exceed 17 single-spaced, one-sided pages. The Applicant **may not** use a type font lower than 12 point.
 - I. Applicant Overview
 - II. Statement of Need
 - III. Program Goals, Objectives and Performance Outcome Projections
 - IV. Program Design and Service Delivery Process
 - V. Space Description
 - VI. Program Administration and Staffing
 - VII. Collaboration/Coordination
 - VIII. Timetable
 - IX. Budget
6. **Statement of Assurances** (Attachment D) (SIGNATURE REQUIRED)
7. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**(Attachment E) (SIGNATURE REQUIRED)

8. **Executive Order 129, Source Disclosure Certification Form** (Attachment N) (Requires Completion and Signature)
9. **Collaborative Agreement between the Applicant (managing agency) and the School.** (Signed and Dated) Note: If the Applicant (managing agency) is the school, then the Agreement must be between the school and a community based organization chosen from the community coalition. The Agreement must indicate the partners' strong commitment to the proposed SBYSP.
10. **Other Collaborative Agreement(s)** (Signed and Dated) Signatures required from each Collaborative Partner, one of which must be the Applicant's (the managing agency) signature. The Agreement must indicate the services to be provided by each partner.
11. **Letter of Commitment** signed by the Superintendent (representing the local Board of Education) and the Building Principal, indicating assurance that adequate space, as described in the RFP, will be provided and agreement to coordinate and integrate, wherever possible, activities with the SBYSP. In addition, the letter must indicate full support for marketing plans that will be used to successfully attract youth to the SBYSP services.
12. A letter of support for Applicant from the local teachers' union.
13. Letters of support **from at least three** of the following entities:
 - parent/teacher organizations;
 - community organizations;
 - not-for-profit agencies providing social services, health and/or employment services;
 - Workforce Investment Board serving the area.
14. Three bids for all SBYSP space alterations/renovations. The bids must: 1) be on Contractor Letterhead; 2) delineate the work to be accomplished, including related costs; and 3) indicate a completion date for the proposed alterations/renovations.
15. **Other Required Documents**
 - Copy of Applicant's Organizational Chart;
 - Copy of the most recent organization-wide audit report or financial statement (**original proposal only**);
 - Agency's Code of Ethics/Conflict of Interest Policy (**Must include Policy of Applicant Agency. Attachment F** is provided only for guidance);
 - List of Board of Directors, Officers and their terms (not-for-profit only);
 - Charitable registration status (not-for-profit only); and
 - Applicant's Certificate of Incorporation.

PROGRAM NARRATIVE REQUIREMENTS:**I. Applicant Overview (5-point maximum)**

- a) Describe the Applicant's history and mission and how they relate to the proposed SBYSP program.
- b) Identify the Applicant's experience in developing working relationships with community based entities that serve the needs of youth populations.

II. Statement of Need (10-point maximum)

- a) Describe the population to be served, taking into consideration the socio-economic, racial, ethnic, and cultural characteristics of that population and explain how the creation of a SBYSP will help to address the problems faced by youth in the school district.
- b) Provide a qualitative and quantitative statement describing the needs of the youth in the community with respect to:
 - Mental health such as the suicide rate among youth, incidence of child abuse, number of referrals to crisis intervention units;
 - Substance abuse issues including drugs of choice for student population, incidents involving alcohol and drugs, trends in tobacco use;
 - Health issues such as the number of chronic and acute health problems among youth, lack of social services and health care providers in area;
 - Employment issues such as local youth unemployment rate, crime statistics, the number of adjudicated juveniles;
 - Youth pregnancy issues such as the number of births to youth and of youth parents in the school district;
 - Risk of academic failure such as decline in grades, current drop out rate, excessive absence, etc.;
 - Poverty; and
 - Transience (students moving from school to school or dropping out).
- c) Describe those community assets that link to the stated needs and the design of the SBYSP.

III. Program Goals, Objectives and Performance Outcome Projections (15-point maximum)

- a) Describe the goals relating to the proposed program.
- b) List measurable objectives that support the goals and the program/services.
- c) Project the number of students to be served and provide an explanation for how the projection was determined as it relates to the program/services.
- d) Provide annual SBYSP performance outcome projections taking into consideration the needs within the school, the projected number of students that will be served by the SBYSP and how the projection was determined. In addition, identify the methodologies that will be used to track projected outcomes. The following areas represent minimum performance outcome expectations that determine SBYSP performance and effectiveness:
 - Students with mental health or behavioral problems and who are enrolled in the SBYSP will improve their mental health well being.
 - Students with substance abuse problems will reduce their risk-taking behaviors after completing a coordinated SBYSP service.
 - Students identified with unaddressed health care needs will have those needs addressed.
 - Students enrolled in SBYSP will complete their high school education earning a high school diploma or GED within 12 months of leaving school.
 - Students in the 12th grade, who are enrolled in the SBYSP and express a desire to pursue post-secondary education or employment training, will be enrolled in post-secondary education or employment training within six months of high school completion.
 - Upon high school completion, students who are enrolled in the SBYSP and are not continuing their education or training will be employed within six months and earning at least minimum wage.

IV. Program Design and Service Delivery Process (14-point maximum)

Provide a detailed description of the total SBYSP design. Specify:

- a) The core services and additional programs to be provided;
- b) The activities program staff will employ to achieve program objectives;
- c) How the program will actually operate, include referral mechanisms;
- d) How the program will be integrated into and/or enhance existing school activities;

- e) The methods to be used for marketing the program to youth and families; and
- f) The hours and days that the SBYSP will be available to students and families, and how the program will operate when school is not in session, including after school and summers.

V. Space Description (12-point maximum)

Provide a detailed description of the permanent space that will be utilized for the SBYSP within the school building. Include, at a minimum:

- a) The exact location of the SBYSP within **one** school building;
- b) Accessibility of the space to the student body;
- c) The number of rooms, offices, or cubicles, designated for :
 - **Confidential office space for the counseling staff, include an explanation how this space should prove to be conducive to confidentiality (e.g., Provide a description of the walls or partitions; state if there is a private or separate entrance, etc.);**
 - **Space for non-counseling staff;**
 - **The reception area;**
 - **The recreational/group meeting room/space; and**
- d) Any alterations/renovations that will need to be made to the space in order to make it operational for the SBYSP.

Note: Applicants must obtain 3 bids for all SBYSP space alterations/renovations. The bids must: 1) be on Contractor Letterhead; 2) delineate the work to be accomplished, including related costs; and 3) indicate a completion date for the proposed alterations/renovations.

VI. Program Administration and Staffing (12-point maximum)

- a) Describe the managing agency's administrative, management and organizational capacity to manage the proposed program. Include:
 - How the managing agency will oversee the program;
 - The methods of supervision that will be employed;
 - The role of the managing agency in maintaining the collaboration and developing relationships with the school and other youth serving agencies.
- b) Identify the core staff that will be utilized for the proposed SBYSP. Specify their functions, roles and qualifications for the proposed position.

- c) Identify the person to whom the Program Director (for high school grants) or the Site Coordinator (for middle school grants) reports.
- d) Detail the agency's methods for obtaining ongoing input from the Program Director (for high school grants) or the Site Coordinator (for middle school grants).
- e) Provide a schedule of proposed routine meetings between the managing agency and Program Director (for high school grants) or the Site Coordinator (for middle school grants).
- f) Explain how the proposed SBYSP will be incorporated into the Applicant's current organizational structure and include, as an Attachment to your proposal, an organizational chart showing the incorporated proposed SBYSP.
- g) Describe the plan for establishing the community liaison board(Advisory Board), include an explanation of its roles and functions. **(See ATTACHMENT J for Community Liaison/Advisory Board Requirements.)**
 - For High School Grants – the Applicant must describe the functions of the board as they apply to the SBYSP and provide a list of possible participants.
 - For Middle School Grants – the Applicant must describe how the community liaison/Advisory Board, currently serving the high school SBYSP, will be expanded to include representation from middle school service providers. **Note:** If the high school community liaison/Advisory Board is inactive, provide a plan for reorganization, a timeline for implementation and a list of potential participants.

VII. Collaboration/Coordination (12-point maximum)

- a) Describe the strengths, collaborations and programs that currently exist in the community and school and how these assets will be linked to the stated needs of the population to be served by the proposed SBYSP.
- b) Describe the Applicant's existing working relationship or involvement with the school.
- c) Identify, by name and organization, the community and school resources which will be collaborative partners for the proposed SBYSP.
- d) Provide evidence of the cooperation and commitment necessary for establishing a comprehensive SBYSP in the designated school. Required documents to confirm this commitment must be included as Attachments to the proposals as follows:
 - **“Collaboration Agreements”** for **each** established collaborative partnership. The Agreement must be **signed and dated by both partners and must clearly state** the specific services/activities that will be provided by each partner, including the number of students to be served and the days/hours, if applicable;
 - Provide **one “Collaboration Agreement”** signed and dated by both the designated community based organization that will assume the role of managing agency and

the school. If the school assumes the role of managing agency, the agreement must be signed by both the school and another collaborating partner that is a community based organization;

- **A Letter of Commitment** signed by the Superintendent (representing the local Board of Education) and the Building Principal, indicating assurance that adequate space, as described in the RFP, will be provided and agreement to coordinate and integrate, wherever possible, activities with the SBYSP. In addition, the letter must indicate full support for marketing plans that will be used to successfully attract youth to the SBYSP services.
 - A **Letter of Support** from the local teachers' union; and
 - **Letters of Support** from at least three of the following entities: parent/teacher organizations; community organizations; not-for-profit agencies providing social services, health and/or employment services; or the area Workforce Investment Board.
- e) Describe the methodology to be used for coordinating, monitoring and evaluating the services delivered at the SBYSP.

VIII. **Timetable** (5-point maximum)

Based on the parameters set forth in this RFP, provide a timetable which encompasses the contract period of February 1, 2006 through June 30, 2006, and specifically outlines your planned services/activities for the implementation of the proposed SBYSP.

IX. **Budget** (15-point maximum)

- a) Provide a **narrative** that explains the budget and shows a clear link between the services and activities, the core components and the proposed spending plan.
- b) Describe the funds and the source (school, organization or agency) being used to meet the match requirement. Delineate the items, services or activities that will put together the match, the cost for each expenditure, and how the amount was calculated.